

**REQUIREMENTS & PROCESS FOR
OUT OF STATE CLERGY
TO PERFORM MARRIAGES IN VIRGINIA**

Effective November 4, 2003 religious celebrants from out of state may seek authorization to perform marriages in Virginia. The following documentation must be presented to the Clerk's office:

1. Proof of ordination;
2. Notarized letter from present religious society stating that he/she is in good standing with that church.
3. Completed questionnaire with notarization.
4. Name of couple to be married and date of the ceremony.

This authorization will be for the specific ceremony of the stated couple on the specified date only.

The above information may be faxed to (703) 273-6564 or mailed to 4110 Chain Bridge Rd., Fairfax, Va. 22030 ATTN: Sharon Dattilo

If approved, the judge will then sign an order. *This process usually takes five to seven working days. Please call this office to verify that the order has been signed.*

After the order is signed the individual must appear in the Circuit Court to take an oath of office.

1. Bring the **original** ordination certificate, notarized letter and notarized questionnaire and a photo identification (driver's license).
2. **\$21.00 cash** for the Clerk's fee.
3. Oaths are administered in the Office of the Clerk of the Circuit Court between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. ***Please follow signs to Public Parking garages 'A' or 'B'***

The Clerk's Office is on the third floor of the Jennings Building at the address above.

Please call (703) 691-7320, press 3 then 0 if you have any questions regarding the marriage celebrant authorization process.

RELIGIOUS QUALIFICATION QUESTIONNAIRE*

1. a. What is the name, address, and phone number of your church?
Name:
Address:

Phone:
- b. Are you serving as the minister of your congregation?
- c. How many other ministers are appointed to your church?
2. Describe in detail your credentials for being a minister (i.e. schooling, degree, seminars, etc.).
3. Describe the requirements your organization places on becoming an ordained minister (i.e. time requirements, schooling, training, etc.).
4. How do your responsibilities differ from those of the members of the congregation?
5. List the privileges and benefits that flow from your ordination (i.e. perform Baptisms, authority to preside over services, etc.).
6. a. How long have you been a minister?
- b. Is your tenure for a definite period? If so, state the length of your term.

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7. List the documents that regulate the management of your religious organization (i.e. bylaws, charters, directives, rules, etc.).

8. Outline the leadership structure of your organization.

Applicant's Signature

County of _____
Commonwealth of Virginia

The foregoing instrument was sworn to before me, the undersigned Notary, this
Day of _____, _____ by _____, applicant.

My commission expires: _____

Notary Public

*Use attachments if needed